

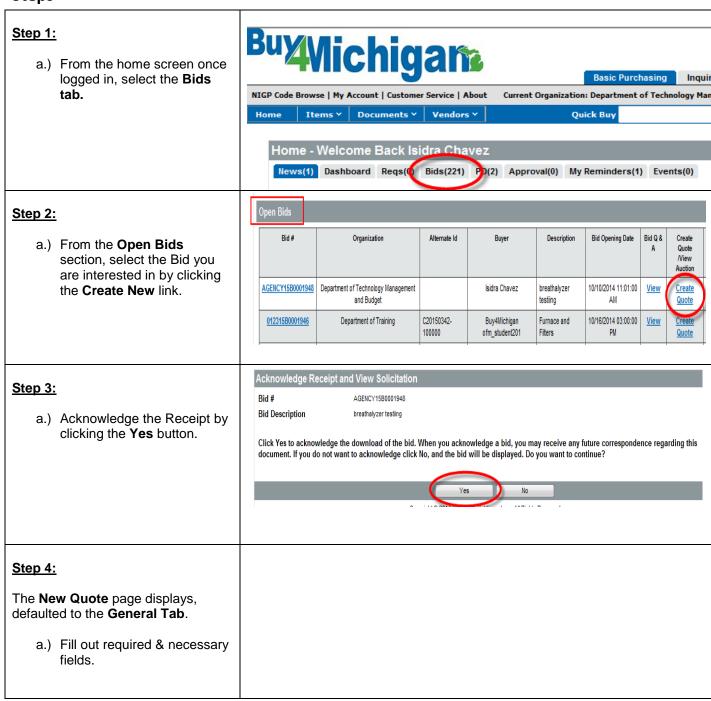
Introduction

The "Vendor Responses" Quick Reference Guide is designed to guide a Vendor through the process of responding to a Bid.

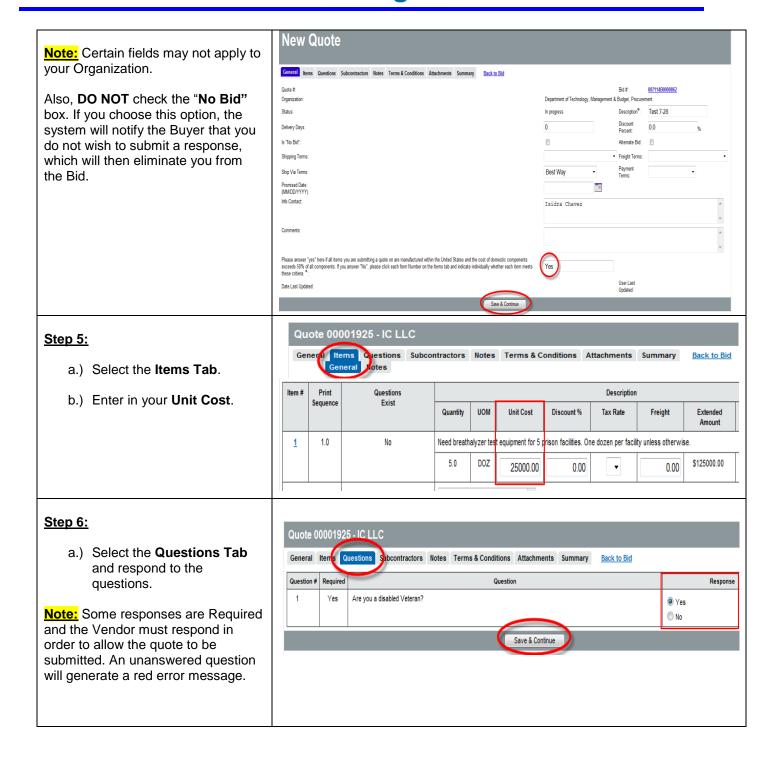
Pre-requisites

A Vendor must be fully registered in Buy4Michigan and can log-in with their user ID and password.

Steps







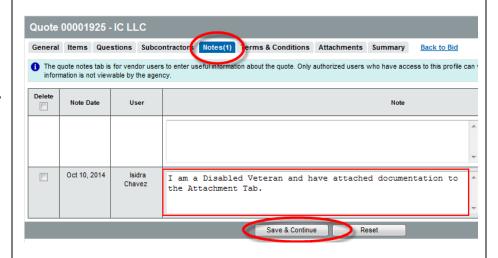


You also have the option to use the Subcontractors, Notes, and Attachments tabs.

Subcontractor Tab: if indicated as part of a solicitation, a response may require you to indicate if you are using subcontractors.

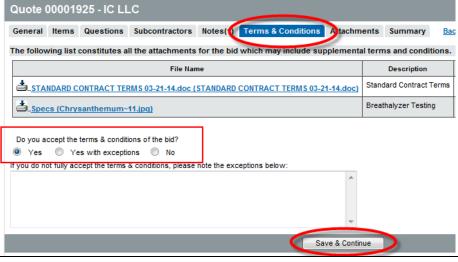
Notes: Allows vendors to record comments, which are external.

Attachments: Allows vendor to add necessary documentation (specs, pricing sheet, etc.) for the quote.



<u>Step 7:</u>

- a.) Select the **Terms & Conditions Tab.**
- b.) Accept the **Terms & Conditions** clicking the appropriate radio button.



Step 8:

a.) Select the **Attachments Tab**& upload your document(s).

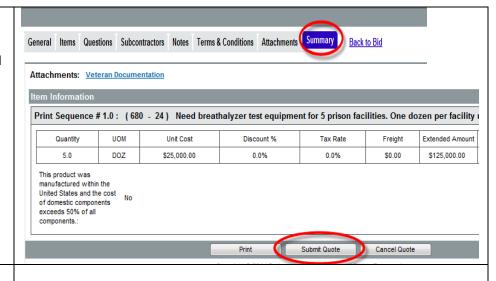
Note: A QRG is provided with the step-by-step process on how to properly upload an Attachment,





Step 9:

- a.) Select Summary Tab, scroll down to the bottom of the page and click the Submit Quote button.
- b.) Click **OK** on the pop-up confirmation message.



Your Quote should now have a Submitted status.

Note: If a Vendor wants to withdraw their quote, they must do so at this stage or else you cannot go back into a specific Bid at a later time/date and withdraw your quote.

